

Manchester Arts Commission Monthly Board Meeting

Date: Monday, January 09, 2017

Where: Conference Room, 2nd floor, City Hall

#TeamMAC:

Daniel Berube	Ed Doyle
Daniela Snow	Sara Stewart (not present)
Katie Berube	Rebecca Taylor
Mariana Rosas-Beer	

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Agenda:

- 1) Call to order
- 2) Approval of prior meeting minutes
- 3) Opening comments by Daniel [Bérubé](#)
 - New commissioner Mariana Rosas-Beer replacing Nabil, application nominating at 1/17 Starts at 7:30 PM. BOMA meeting. 2/7 will be confirmed by BOMA meeting
 - Becca Taylor will be sworn in on 1/17
- 4) Guests
 - a) **Gregory Duval, Web Service Administrator, City of Manchester.** Gregory will be available to answer any initial questions we may have about our MAC website (<http://www.manchesterartscommission.org>).
- Greg's contact information
 - Phone: 603-624-6577
 - Direct 603-624-6519 x2308
 - gduval@ManchesterNH.gov
 - [Www.manchesternh.gov](http://www.manchesternh.gov)
- [Www.mancheshternh.gov/arts](http://www.mancheshternh.gov/arts) this is another shortcut to get to the MAC web site
- Contact us Greg will get a copy and whoever is set up on the contacts page
- Publishing events - must be city events if not then they must go through the Mayor's office. Apply to post an event and there is a workflow for it to be reviewed and published on approval.
- Chain of command. Nothing can be posted to web site unless you are a city employee. Content developers.
- Commissioners can have access to update files but a content developer (employee) must actually publish the update
- Discussed adding bio/about us pages
- Must attend a training in order to have access to make updates
- Can upload images
- Site is responsive design based on device
- Everyone can provide short bio and image
- Attach a PDF gives you flexibility
- Home page use for latest news
- Mayor's office manages press releases for conservation commission
- To get events on the homepage publish on announcements
- Social media is managed by Greg as well
- Must have info on the city website for event if you are posting on Facebook
- Recommend more photos should be more visual
- Greg to provide templates on image sizes
- Greg has an arts background and is happy to collaborate with the commission

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- City has a GIS platform, Greg is working on different walking tours in the city
- Sculpture walking tour
- Saturday arts market great idea
- Newsletter sign up
 - Newsletter created by MAC
 - Greg will check on the newsletter module
 - There is some automation around publishing announcements and to social media
 - Parks and rec has a newsletter
 - Greg will check if there is a city e-mail address for the commission

5) Updates/Reports

- a) Self-Guided Presidential Primaries Walking Tour
 - i) Schedule meeting with Institute of politics and possibly John Clayton
- b) Art on the wall at City Hall
 - Reception for Yong Chen rescheduled to Wed., January 18, 2017
Requesting all commissioners to attend and several to help. Start at 5:00PM. Suggest bringing in Mill city roasting. Idea to outreach to new restaurants. Matbah is the name of the restaurant.
 - schedule date for taking down Yong Chen's art work
 - Need help in taking down art work, once we have dates will follow up
 - coordinate date for hanging Ella's art work
 - Want hung as close to beginning of February as possible, once we have dates will follow up
 - determine reception date for Ella
 - Typically one week in can do a second one in March
- c) National Art Program (NAP)
 - i) Help needed. Vicki has a timeline
- d) Update on February Pop Up Exhibit at Brady/Sullivan? Can MAC get involved?
 - i) 2/16-2/18
 - ii) Bill Stelling working with Sullivan (not Intown Manchester)
 - iii) Mariana will reach out regarding collaboration
- e) Budget Update \$26,109.61 plus \$300 (Ella sponsor - Hunt's)
- f) High School intern, extended learning opportunity
 - i) Prototype
- g) Art Therapy/Exhibits?
 - i) May need to revise title/naming to something like creative expression

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h) Immigration Joint Task Force Update

i) Want to work with them including events.

Conversation cafe, supporting their goal

ii) Trini, Loretta Brady

6) Date of next meeting/motion to adjourn

- Next Informal meeting TBD target end of February. Maybe a Saturday am will discuss on slack
- Next formal meeting is
 - Monday February, 6th

Action Items

- Present at BOMA meeting (Need message and dates)
- Trolley tour meeting 1/12 9:00 AM at The Dancing Lion (Dan)
- Downtown planning committee 1/26th Chamber of commerce 4:00PM ()
 - Request Sara and Ed
- Cultural District Planning Meeting January 19th 9:00AM at Palace Theater ()
 - Mariana interested in attending
 - Dani interested also
- Each Commissioner should prepare a short bio and picture
- Greg Duval is
 - Preparing a template or guideline for images to be loaded to the MAC web site
 - Determining if there is a city e-mail address for the commission
 - Investigating if the newsletter module can be used on the MAC web site
- Open - need assistance with National Art Program (NAP)